# Total Workforce Management Services (TWMS) Quick User Guide

## *Managing IDPs - Workforce Manager*

*Periodic updates to the IDP module may not be reflected in this document.*

# Managing IDPs in TWMS

The Individual Development Plan (IDP):

- is a document created by an employee and his/her supervisor to address training and career plans

- serves as the "blueprint" for all short-term and long-term training and developmental actions which will enhance the employee's performance and career goals

- is a living document, and should be reviewed by the employee and supervisor as changes are made due to progress of the employee's professional development and changes or revisions in career objectives

TWMS allows an employee and their supervisor to develop the employee's IDP by writing specific goals, objectives, and selecting training course titles and/or documenting developmental activities that will support them. The selected course titles and developmental activities should enhance the skills and knowledge for the employee's present position and their future career goals. Course titles are selected from the TWMS Course Catalog and function as the prompt to enroll in the selected course(s). Requests for training are to be in accordance with this plan and subject to funding availability. Developmental activities are manually typed into the IDP and are not courses or programs. Developmental activities are specific activities, events, conferences, actions, etc. for the employee to participate in. Note:

# IDP Privileges in TWMS

There are two separate privileges that are available in TWMS related to the (IDP) module:

- IDP Administration - Allows access to the IDP Administration Tool under Tools & Functions
- IDP Management - Allows the user access to and management of the IDP via the "Training/Educ/Cert & Skills" form for all employee's within their scope regardless of the user's supervisory role

If you are listed as a supervisor in TWMS then you will automatically have access to your subordinates' IDP through their "Training/Educ/Cert & Skills" form. You will not need any additional privileges through your existing TWMS account. You can also access your subordinates' IDPs if you have the "My Workforce" view available in your self-service.

This user guide focuses on the Workforce Management side of the IDP module in TWMS and is meant for Supervisors, IDP Administrators, and other related personnel. The employee (self-service) side is detailed in a separate user guide, "My IDP"

# Reviewing IDPs

If you are a supervisor or IDP Administrator you will often need to review an IDP for the content that the employee has included for approval. You may need to make changes and/or update some content as you review the IDP. We always recommend that you communicate to the employee the changes that you've made using the Communications tab that is discussed later in this guide.

To review an IDP*:

1. From the Home Page click on the name of the employee whose IDP you would like to review.

   *You must have the appropriate privileges to view and/or edit IDPs if you are not listed as a supervisor.*

# Reviewing IDPs

All IDPs can be accessed from the employee's Training/Educ/Cert & Skills form.

2. Click the **Training/Educ/Certs & Skills** button to view the training form for the selected employee.

# Reviewing IDPs

If you are the supervisor for this employee or you have the proper privilege you will have access to their IDP.

3. Click the **IDP** tab.

Total Workforce Management Services (TWMS)

Workforce Manager 2.0  //  Login: TRAINING.ADMIN  Access Level: SYSTEM ADMINISTRATOR

Completed Training

** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **
** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **

| NAME | SSAN | OFFICIAL RECORD UIC/ORG | ASSIGNED-MUSTER UIC/ORG | EMPLOYEE TYPE |
|---|---|---|---|---|
| CAYCE, EDGAR SR | 000000028 | DEMO1 / N02 | DEMO1 / N15 | CIVILIAN-APF |

| TITLE | PAY PLAN/SCHED | OCC SRS/GROUP | GRADE/PAY BAND | TARGET |
|---|---|---|---|---|
| MANAGEMENT ANALYST | ES | 0343 | 10 | 10 |

**NAVIGATION:**
- HOME
- Login/Logout
- General Information
- Assignment/Position Info
- Perm/Retained Grade Info
- Benefits/Pay/Leave Info
- Pay History
- Training/Educ/Cert & Skills
- Awards/Quals Info
- Personal/Recall Information
- Security Clearance Info
- Work History
- Awards Info
- Military Information
- Disciplinary Information
- Acquisition Workforce Info
- CyberSecurity Workforce Info
- Assigned Assets
- Uploaded Documents
- DFWP
- Data Exceptions/Changes

**Information:**
- Contact Us
- Data Update Status
- Employee Locator
- Documentation & Training - NEW
- TWMS Updates
- Privacy Act Statement

**ACTIONS:**
- Add/Gain an Employee
- Ad-Hoc Reporter
- Dashboard View
- HRO Tools
- Manage Billets
- CBCA: Manage Missions
- Manage Non-Navy Personnel
- Muster Employees
- Report Services
- System Administration
- Tools/Functions
- View/Update your Profile

TRAINING ▾   CERTIFICATIONS/PROGRAMS   AGREEMENTS   EDUCATION   LANGUAGES   SKILLS   **IDP**

Completed Training · Training Archive · Training Requirements · Projected Training

[Add a Training Record]

Print/Export Training History:  Excel   PDF

**Completed Training for the past 2 years.**
For training older than 2 years, click on Training Archive

Sort: [Date Completed] [Desc] [Sort]

| Course Title | Course ID | Training Data Source | Date Completed | Date to NTMPS | Hours | CEUs | | |
|---|---|---|---|---|---|---|---|---|
| Building Monitor Indoctrination Training-NAVFAC (CEU: ) | TWMS-506550 | MANAGER PROVIDED | 10/25/2012 | | 1 | 0 | View | 🔒 |
| 101: GATEWAY SHAREPOINT INTRODUCTION (CEU: 0) | TWMS-SP101 | MANAGER PROVIDED | 5/17/2012 | | 1 | 0 | View | 🔒 |
| Budgeting Principles Part A (CEU: 0) | twms-182-4528 | SF182 PROCESS | 4/10/2012 | | 16 | 0 | View | 🔒 |
| FINANCIAL MANAGEMENT 101 TRAINING (CEU: 0) | DCPDS-192174 | SF182 PROCESS | 3/6/2012 | | 4 | 0 | View | 🔒 |
| CLC 058 (DAU) INTRODUCTION TO CONTRACT PRICING (CEU: 0) | DCPDS-486762 | DCPDS-VALIDATED | 12/12/2011 | | 2 | 0 | View | 🔒 |
| CLC 024 (DAU) BASIC MATH TUTORIAL (CEU: 0) | DCPDS-74656 | DCPDS-VALIDATED | 12/5/2011 | | 1 | 0 | View | 🔒 |
| Testtesttest (CEU: 0) | twms-182-2675 | SF182 PROCESS | 8/9/2011 | | 1 | 0 | View | 🔒 |
| 2011 Organic Solvent Degreaser Training (CEU: 0) | TWMS-421367 | TWMS | 8/8/2011 | 8/11/2011 | 1 | 0 | View Certificate | 🔒 |
| FINC7000D: INTRODUCTION TO FINANCIAL MANAGEMENT (CEU: 0) | DCPDS-374556 | SF182 PROCESS | 6/22/2011 | | 0 | 0 | View | 🔒 |
| COUNTERINTELLIGENCE SPECIAL AGENT (MOS 97B) (CEU: 0) | 301 M15 (244-97B10) | MANAGER PROVIDED | 4/7/2011 | | 1 | 0 | View | 🔒 |
| PERSONALLY IDENTIFIABLE INFORMATION (PII) (CEU: 0) | DOD-PII-V1 | MANAGER PROVIDED | 1/11/2011 | | 1 | 0 | View | 🔒 |
| 1303 MASTERING MS VISUAL BASIC 6.0 (CEU: 0) | DCPDS-105886 | SF182 PROCESS | 1/3/2011 | | 0 | 0 | View | 🔒 |
| INTRO TO FINANCIAL MANAGEMENT (CEU: 0) | DCPDS-76391 | SF182 PROCESS | 12/17/2010 | | 24 | 0 | View | 🔒 |
| (U) ADVANCED CUSTOMIZATION IN EXCEL 2003 (CEU: 0) | 119829_ENG | SF182 PROCESS | 12/17/2010 | | 24 | 0 | View | 🔒 |
| 70-222 MIGRATING FROM MICROSOFT WINDOWS NT 4.0 TO MICROSOFT WINDOWS 2000 (CEU: 0) | TP70222_ENG | SF182 PROCESS | 12/17/2010 | | 0 | 0 | View | 🔒 |
| NAVY HOUSING REFERRAL PROGRAM (CEU: 0) | TWMS-99551 | MANAGER PROVIDED | 10/6/2010 | | 1 | 0 | View | 🔓 |
| 2009 PERSONALLY IDENTIFIABLE INFORMATION (PII) TRAINING (CEU: 0) | DCPDS-97848 | MANAGER PROVIDED | 7/22/2010 | | 2 | 0 | View | 🔒 |
| PERSONNALLY IDENTIFIABLE INFORMATION TWMS-DOD-PII-V1 (CEU: 0) | DCPDS-90839 | MANAGER PROVIDED | 7/13/2010 | | 2 | 0 | View | 🔒 |
| EEO POSH (CEU: 0) | DCPDS-75320 | MANAGER PROVIDED | 6/3/2010 | | 2 | 0 | View | 🔒 |
| POSH FY10 (CEU: 0) | DCPDS-91258 | MANAGER PROVIDED | 4/13/2010 | | 1 | 0 | View | 🔒 |
| EMERGENCY OPERATIONS CENTER (EOC) INCIDENT MANAGEMENT TEAM (IMT) COURSE (CEU: 0) | S-540-1000 | MANAGER PROVIDED | 4/13/2010 | | 2 | 0 | View | 🔒 |
| TOWER CLIMBER AND TOWER RESCUE (CEU: 0) | DCPDS-77206 | MANAGER PROVIDED | 4/10/2010 | | 4 | 0 | View | 🔒 |
| INTRO TO FINANCIAL MANAGEMENT (CEU: 0) | DCPDS-76391 | SF182 PROCESS | 3/16/2010 | | 24 | 0 | View | 🔒 |
| POSH FY10 (CEU: 0) | DCPDS-91258 | MANAGER PROVIDED | 3/16/2010 | | 2 | 0 | View | 🔒 |
| 1994 POSH TRAINING (CEU: 0) | DCPDS-86666 | MANAGER PROVIDED | 3/16/2010 | | 2 | 0 | View | 🔒 |
| ANNUAL COUNTERINTELLIGENCE AWARENESS BRIEFING (CEU: 0) | NCIS-CI-A | MANAGER PROVIDED | 2/25/2010 | | 1 | 0 | View | 🔒 |

# Reviewing IDPs

The IDP form now displays for approval and/or updating. It is divided by tabs which helps to both organize the information and communicate changes between the employee, their supervisor and the IDP Coordinator. The first tab, "Position Information", is the default view and is shown below. Data here is read-only.

**Click here to collapse/expand general IDP information.**

**Demographic information pulled in from the employee's TWMS record is displayed in the header.**

**The status of the IDP is shown here. New IDPs have no status.**

**View other IDP information via these tabs.**

**Position information pulled in from the employee's TWMS record is displayed here.**

**DAWIA information is displayed here as required for this position.**

**External links pertaining to competencies or other development activities are listed here.**



**Individual Development Plan**

The Individual Development Plan (IDP):
- is a document created by an employee and his/her supervisor to address training and career plans
- serves as the "blueprint" for all short-term and long-term training and developmental actions which will enhance the employee's performance and career goals
- is a living document and should be reviewed by the employee and supervisor as changes are made due to progress of the employee's professional development and changes or revisions in career objectives

TWMS allows both the employee and their supervisor to develop the employee's IDP by writing specific goals, objectives, and selecting training course titles and/or documenting developmental activities that will support them. The selected course titles and developmental activities should enhance the skills and knowledge in their present position and also support the employee's future career goals. Course titles are selected from the TWMS Course Catalog and function as the prompt to enroll in the selected course(s). Requests for training are to be in accordance with this plan and subject to funding availability. Developmental activities are manually typed into the IDP and are not courses or programs. Developmental activities are specific activities, events, conferences, actions, etc. for the employee to participate in.

Note: Approved SF182 forms, not this IDP, compile the employee's official record of training and academic achievements.

| Employee Demographics | | | |
|---|---|---|---|
| Name | CAYCE, EDGAR | Employee Type | CIVILIAN-APF |
| Official UIC | DEMO1 | Official Org code | N02 |
| Assigned UIC | DEMO1 | Assigned Org code | N15 |

**2013 IDP**

**Status:Updated**

| Position Information | Goals and Objectives | Mandatory Training | KSA Selection | Short Range Training | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History |
|---|---|---|---|---|---|---|---|---|---|

| Position Level: | ○ Non Supervisory  ○ Manager  ○ Supervisor | | | |
|---|---|---|---|---|
| Organization Mailing Address: | 123 Hull st., San Diego, CA 92128 | | | |
| Work E-Mail: | edgar.cayce@navy.mil | Official Telephone: | (504) 555-1212 | |
| Date Start the Position | Type of Appointment | BIN | Education Level | Supervisor Name |
| 10-03-2004 | Competitive - Career-Conditional | DEMO002 | Two years college | MICHAEL WOLFE |

**Defense Acquisition Workforce Improvement Act (DAWIA) Requirement**

| Critical Acquisition Position? (Y/N) | Key Leadership Position? (Y/N) | DAWIA Career Field | Level |
|---|---|---|---|
| N | N (Not Designated Emergency-Essential Or Key) | | |
| Professional Competency Level | Assess Current Competencies | | |
| 0 | Department of the Navy Competency Model   CNIC Center for Workforce Development   CNIC Competency Definitions Dec 08  DAWIA Career Development | | |

*An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.*

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# Reviewing IDPs

Short range goals, long range goals, and expected objectives are shown here.

4. Click the **Goals and Objectives** tab to display the information shown here.

5. Click the **Save** button if you make any changes.

# Reviewing IDPs

All completed training, outstanding training requirements, and required training and/or certifications associated with the employee are shown here. Information displayed here is read only.

6. Click the **Mandatory Training** tab to display the information shown here.

# Reviewing IDPs

The Goals and Objectives discussed previously will help you or the employee select specific KSAs to add to this IDP. Many KSAs to be selected are based upon a pre-selected Competency and Service-Provider level within a specific Community. Please refer to the "My IDP" user guide for more information.

7. Click the **KSA Selection** tab to display the information shown here.

8. If necessary, select the Community, Competency, and Competency Level and then select the resulting KSAs to add to this IDP.

*Note:* *For further details regarding the KSA Selection tab please refer to the "My IDP" user guide.*



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# Reviewing IDPs

Every Competency/KSA listed on this section of the IDP will be associated with a short range training entry. These training entries must include either a course title or a Developmental Activity to support the selected Competency/KSA. Course titles are selected from the TWMS Course Catalog while Developmental Activities are entered manually. Short range training is defined as those events taking place within two years.

9. Click the **Short Range Training** tab to display the information shown here.

10. If necessary, delete or edit the Competency/KSAs listed here or add new ones. If you want to create an SF182 associated with any Competency/KSA then look for those steps later in this guide.

*Note: For further details regarding adding, deleting, or editing Competency/KSAs or Course Titles please*



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# Reviewing IDPs

Every Competency/KSA listed on this section of the IDP will be associated with a long range training entry. These training entries must include either a course title or a Developmental Activity to support the selected Competency/KSA. Course titles are selected from the TWMS Course Catalog while Developmental Activities are entered manually. Long range training is defined as those events projected to take longer than two years to complete.

11. Click the **Long Range Training** tab to display the information shown here.

12. If necessary, delete or edit the Competency/KSAs listed here or add new ones. If you want to create an SF182 associated with any Competency/KSA then look for those steps later in this guide.

*Note. For further details regarding adding, deleting, or editing Competency/KSAs please refer to the sections on IDPs in this guide.*



**Individual Development Plan**

Employee Demographics

| Name | CAYCE, EDGAR | Employee Type | CIVILIAN-APF |
|---|---|---|---|
| Official UIC | DEMO1 | Official Org code | N02 |
| Assigned UIC | DEMO1 | Assigned Org code | N15 |

2013 IDP

Status: Approved

Position Information | Goals and Objectives | Mandatory Training | KSA Selection | Short Range Training | **Long Range Training** | DAWIA Training | Submit/Approve | Communications | IDP History

Long Range Training/Developmental Activities (3-5 years)

(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)

| Select | Competency KSA | Description of Developmental Activities | Course Title | CIN | Priority | Anticipated Completion | Training Institution | Estimated $ Cost |
|---|---|---|---|---|---|---|---|---|

(Required field Anticipated Completion Date, must be after a 24 month period starting in the beginning of the current fiscal year )

Add Long Range Training | Delete Long Range Training | Edit Long Range Training

*An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.*

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# Reviewing IDPs

If the employee is a member of the acquisition workforce then all DAWIA Training they completed will be listed here. Additional course titles that the employee has already added to this IDP will also be displayed. You can delete or edit these course titles or add other course titles to this list that the employee must complete.

13. Click the **DAWIA Training** tab to display the information shown here.

14. If necessary, delete or edit the course titles listed here or add new ones. If you want to create an SF182 associated with any of these, then look for those steps later in this guide.

*Note: For further details regarding adding, deleting, or editing course titles please refer to the "My IDP" user guide.*



**Individual Development Plan**

Employee Demographics

| | CAYCE, EDGAR | Employee Type | CIVILIAN-APF |
|---|---|---|---|
| Official UIC | DEMO1 | Official Org code | N02 |
| Assigned UIC | DEMO1 | Assigned Org code | N15 |

2013 IDP

Status: Approved

Position Information | Goals and Objectives | Mandatory Training | KSA Selection | Short Range Training | Long Range Training | **DAWIA Training** | Submit/Approve | Communications | IDP History

Completed DAWIA Training

| | Career Field | Course Title | CIN | DON DAU Priority | Date Completed | Training Institution/Vendor |
|---|---|---|---|---|---|---|
| Detail | | CLC 058 (DAU) | 486762 | AT&L Workforce members requesting courses required for | 2011-12-12 | |
| Detail | | CLC 024 (DAU) BASIC MATH | 74656 | AT&L Workforce members requesting courses required for | 2011-12-05 | |

DAWIA Training

| Select | Career Field | Course Title | CIN | DON DAU Priority | Anticipated Completion | Training Institution |
|---|---|---|---|---|---|---|
| ○ | Information Technology | Intermediate Information | IRM-202 | | 2012-11-16 | |

| Add DAWIA Training | Delete DAWIA Training | Edit DAWIA Training | Add/Edit SF182 |

*An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.*

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# Linking a KSA to an SF182

Sometimes it is necessary for an employee to fulfill a Competency/KSA by enrolling in and taking a course offered by your local command or a vendor. IDPs allow you or the employee to link a course title associated to a Competency/KSA from a short range or long range training to an SF182. As you may know, the SF182 allows for the necessary approvals for enrolling in a course and, in TWMS, it is electronically routed for these approvals. Once all approvers have electronically signed the employee's SF182 then any changes to it will automatically update the short range or long range training in the IDP.

To link a short range training record from your IDP to an SF182:

1. Select the Competency/KSA you want to link to an SF182.

2. Click the **Add/Edit SF182** button.



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# Linking a KSA to an SF182

A new window will display a partially completed SF182 linked to the selected Competency/KSA. First, you will need to add the Training Start Date in order to save this SF182.

3. Enter the start date for this training.

4. Click the **Save** button.

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# Linking a KSA to an SF182

After you have saved your SF182 then you can complete the remaining information required to route it for electronic approval. If an SF182 Coordinator has access to the SF182s for this employee then they can also complete this SF182 and route it.

**Feedback will let you know this SF182 has been saved.**

5. Complete all the required information related to the training course.

6. Click the **Save** button.

*Note:* *For more information about the steps to complete an SF182 please refer to the TWMS user guide for that topic.*

# IDP Messages & Transactions

It is easy to communicate any questions or comments about or changes to an IDP. Any notes or messages that you post can be viewed in the Communications tab by the employee, the supervisor, and the IDP Coordinator. You will also be able to see a history of changes and all notes relating to this IDP.

To write a message to others and to view changes regarding this IDP:

1. Click the **Communications** tab.

2. Write your message here.

3. Click **Save**.

4. Click the expand link.

**A running history of all transactions and messages relating to this IDP will be displayed here.**



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# Approving an IDP

Supervisors will receive emails from their subordinates each time they digitally sign their IDP. Clicking the link in the email will open the IDP of that employee. The supervisor can then make changes to and/or approve the IDP.

To approve an IDP*:

1. Click on the link from the email that you receive.

*You must be a supervisor of employees in order to approve IDPs.*

From: edgar.cayce@navy.mil                                                              Sent: Thu 8/9/2012 10:41 AM
To: Wolfe, Michael CTR CNIC HQ, N62
Cc:
Subject: Employee TWMS Individual Development Plan - Please review
Signed By: edgar.cayce@navy.mil

This email is to notify you that EDGAR CAYCE has completed and/or updated his/her annual IDP in TWMS. Please review the IDP by accessing the following link. https://twms.nmci.navy.mil/training_info/IDPADMIN/IDPX.aspx?idp=y&email=Y&EmailId=2af7e97b-abda-49a1-969c-

# Approving an IDP

This employee's IDP will open in a new window. You will now be able to review it, make any necessary changes, and/or approve it. After approving the IDP, the employee can begin to complete the various goals, objectives, and KSAs.

2. For each tabbed section, review the information this employee has included in their IDP. For more information, follow the steps found earlier in this guide.

3. Make any necessary changes as needed prior to approving this IDP.

4. Click the **Submit/Approve** tab.



**Individual Development Plan**

**Employee Demographics**

| Name | CAYCE, EDGAR | Employee Type | CIVILIAN-APF |
|------|-------------|---------------|--------------|
| Official UIC | DEMO1 | Official Org code | N02 |
| Assigned UIC | DEMO1 | Assigned Org code | N15 |

2013 IDP

**Status:Pending Supervisor Approval**

| Position Information | Goals and Objectives | Mandatory Training | KSA Selection | Short Range Training | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History |

| Position Level: | | ⦿ Non Supervisory ○ Manager ○ Supervisor | | |
|---|---|---|---|---|
| Organization Mailing Address: | | 123 Hull St, San Diego, CA 92128 | | |
| Work E-Mail: | edgar.cayce@navy.mil | Official Telephone: | (504) 555-1212 | |
| Date Start the Position | Type of Appointment | BIN | Education Level | Supervisor Name |
| 10-03-2004 | Competitive - Career-Conditional | DEMO002 | Two years college | MICHAEL WOLFE |

Defense Acquisition Workforce Improvement Act (DAWIA) Requirement

| Critical Acquisition Position? (Y/N) | Key Leadership Position? (Y/N) | DAWIA Career Field | Level |
|---|---|---|---|
| N | N (Not Designated Emergency-Essential Or Key) | | |
| Professional Competency Level | | Assess Current Competencies | | |
| | Department of the Navy Competency Model | CNIC Center for Workforce Development | CNIC Competency Definitions Dec 08 | DAWIA Career Development |

*An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.*

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# Approving an IDP

The first step in approving an IDP is selecting the IDP Review Phase. Be sure to add any comments that may be helpful, and select the appropriate checkboxes if you want this employee to have a mentor and/or a developmental assignment. After approving this IDP an email will be sent to the employee and, if checked, additional emails will be sent about mentoring and developmental assignments.

**Only IDP's having the "Pending Supervisor Approval" status can be approved.**

**Click here to collapse/expand the signature history of this IDP.**

5. Click the IDP Review Phase drop down and select the appropriate phase for this approval.

6. Add comments and select the checkboxes as appropriate.

7. Click the **Click here to sign** button.

**Individual Development Plan**

**Employee Demographics**

| Name | CAYCE, EDGAR | Employee Type | CIVILIAN-APF |
|---|---|---|---|
| Unit UIC | DEMO1 | Official Org code | N02 |
| Assigned UIC | DEMO1 | Assigned Org code | N15 |

**2013 IDP**

**Status:Pending Supervisor Approval**

| Position Information | Goals and Objectives | Mandatory Training | KSA Selection | Short Range Training | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History |

**Confirmation**

By signing off the space below, the employee ratifies the content in the IDP and the supervisor confirms the approval of the IDP. Supervisor's approval of IDP does not equal to the approval of SF182 Form. Employee shall complete the SF182 approval process before taking classes that require funding.

**Signature History**

| entry date | status | description | employee signature | signature date | supervisor signature | signature date | signed by | comments |
|---|---|---|---|---|---|---|---|---|
| 11/15/2012 | Unapproved | Beginning of the Year | CAYCE.EDGAR.1247963223 | 11/15/2012 | | | employee | Please review my IDP. |
| 8/15/2012 | Unapproved | Beginning of the Year | CAYCE.EDGAR.1247963223 | 8/15/2012 | | | employee | Please review the initial inputs I've added to my IDP. Thanks. |

IDP Review phase: [ ]

Beginning of the Year
Interim
Mid-Year
End of Year

Comments: Looks good. Keep me informed how you're progressing.

Are you interested in having a mentor? [x]  (Click here to review CNIC Mentor Program)

Are you interested in a developmental assignment? [x]  (Click here to review CNIC Developmental Assignment Program)

Click here to sign

*An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.*

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# Approving an IDP

The status of this IDP will change to reflect your approval. If the employee makes any changes to the IDP after it has been approved the status will change again to "Updated". The employee must re-submit their signature for your approval of these changes.

8. Click OK.
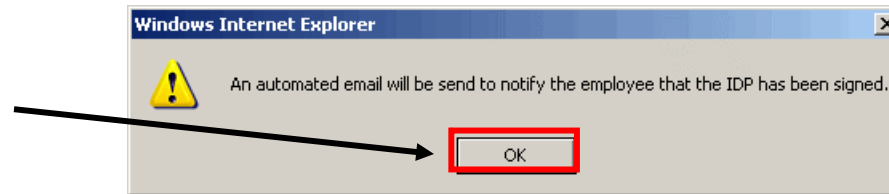


9. The status of the IDP has now been changed to "Approve". Click the link to close the window.
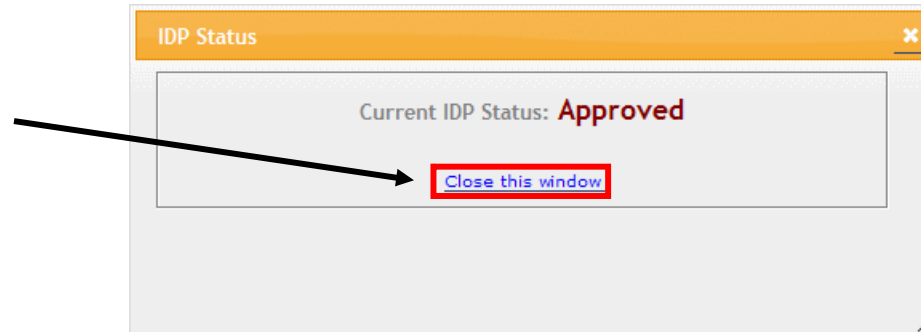
# Accessing the IDP Administration Tool

The IDP Administration tool is usually given to personnel involved in the management of IDPs in a local command, department, or group. They are referred to here as IDP Coordinators.

To access the IDP Administration tool*:

1. From the Home Page click on the **Tools/Function** button on the Actions Menu.

2. From Tools/Functions choose the **IDP Administration** button located under the Training Tools header.

   *You must have the appropriate privileges to access this tool.*

# Searching for Employees

The TWMS IDP Administration tool will open in a new window. This tool allows you to send specific messages, export various lists of IDP information, or archive IDPs. These actions will only take place for the employees you have selected who are within your scope whether not not they have an active IDP.

To search for employees:

1. Select and/or enter your search criteria here.

   **Click here to reset your search criteria.**

2. Depending on the list of employees you want in your result set, click either the **Search IDP Employees** or the **Search Employees with No Active IDP** button.

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# Selecting Employees

After entering your search criteria and performing a search you can select one, several, or all employees displayed in your search results.

To select employees:

1. Select the employees individually by clicking on the row corresponding to their name or select all by clicking the **Select All IDP Employees** button.
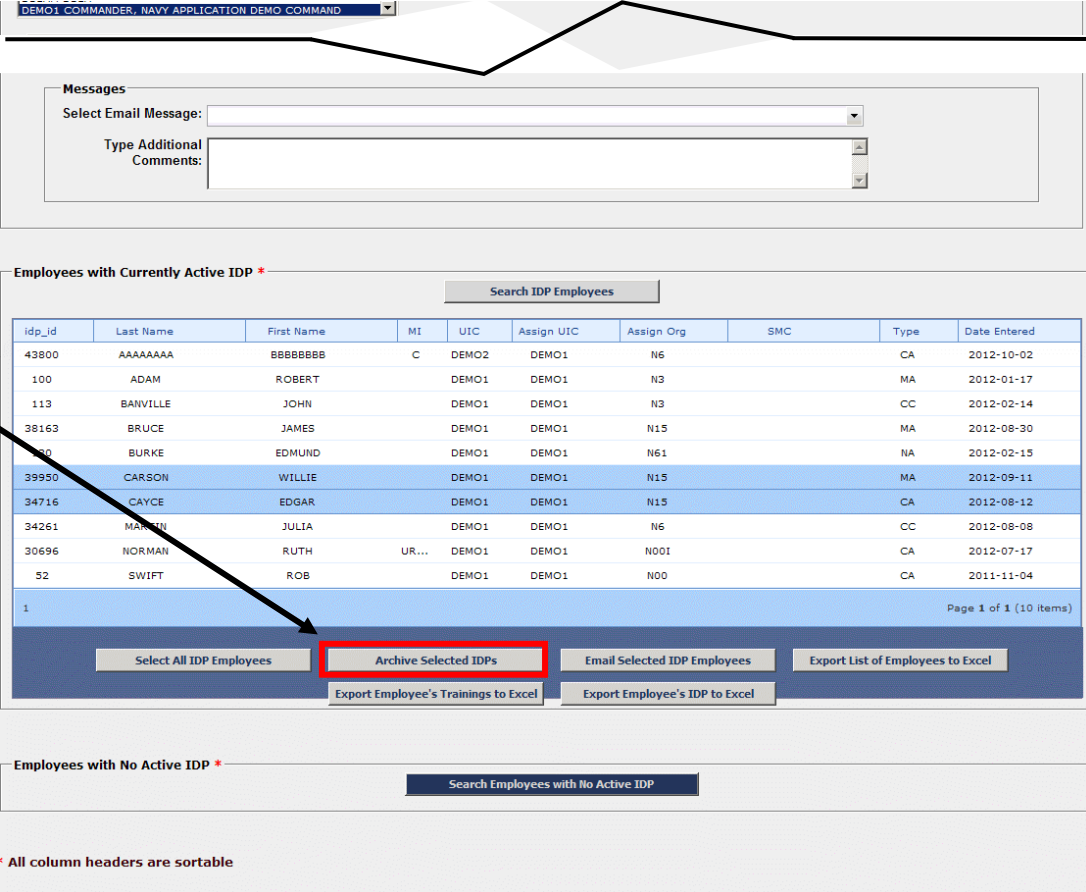


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# Archiving IDPs

You now have several options to choose from once you have made your employee selection. Choices displayed here may be different from what is available for your command.

To archive IDPs for selected employees:

1. Click the **Archive Selected IDPs** button.

# Emailing Employees

To send an email to selected employees:

1. Click the dropdown and select the appropriate email to send to all selected employees and/or you can type in your own message in the "Type Additional Comments" field. Any additional comments will be appended to a selected message.

2. Click the **Email Selected IDP Employees** button.



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# Exporting Lists

To export a list of employees, a list of trainings, or a list of employee's IDPs for selected employees:

1. Click one of the three **Export...** buttons available to you.



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